

WEST VIRGINIA DIVISION OF JUSTICE AND COMMUNITY SERVICES PROJECT SAFE NEIGHBORHOODS (PSN) GRANT PROGRAM		GRANT APPLICATION PAGE 1					
1. Applicant: _____ Address: _____ Phone/Fax: _____		5. Grant Funds Requested: \$ _____ Project Matching Funds: \$ _____					
2. Project Director: _____ Address: _____ Phone/Fax: _____ Email: _____		6. Type of Agency: <input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> Municipality <input type="checkbox"/> Private not-for-profit					
3. Fiscal Officer: _____ Address: _____ Phone/Fax: _____ Email: _____		7. Project Period: Beginning Date: _____ Ending Date: _____					
4. Geographic Area Served: _____ Population: _____		8. Type of Application: <input type="checkbox"/> Initial <input type="checkbox"/> Continuation <input type="checkbox"/> Revision					
9. Project Title and <i>Brief</i> Description: 							
10. Certification: To the best of my knowledge, the information contained in this application is true and correct. The submission thereof has been duly authorized by any governing body, and the applicant will comply with all of the attached Special Conditions and Assurances if the grant is awarded. <table><tr><td>Authorized Official: _____ <small>TYPED OR PRINTED NAME OF AGENCY HEAD</small></td><td>Title: _____</td></tr><tr><td>Signature: _____</td><td>Date: _____</td></tr></table>				Authorized Official: _____ <small>TYPED OR PRINTED NAME OF AGENCY HEAD</small>	Title: _____	Signature: _____	Date: _____
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Signature: _____	Date: _____						

<p style="text-align: center;">WEST VIRGINIA DIVISION OF JUSTICE AND COMMUNITY SERVICES PROJECT SAFE NEIGHBORHOODS (PSN) GRANT PROGRAM</p>	<p style="text-align: center;">BUDGET INSTRUCTIONS PAGE 2</p>
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- Personnel/Contractual:** Include gross salary (or overtime) for each person employed by this program, as well as contracting and consulting services necessary to achieve the objectives of the program.

- Travel/Training:** These costs are to include travel and training expense(s) incurred by program personnel for the purpose of meeting the objectives of the program. Expenses may not exceed ceilings established by either State of West Virginia travel regulations or the local unit of government's travel regulations, whichever is stricter.

- Equipment:** For items purchased which has an estimated life expectancy of one or more years and costs more than \$5,000 per individual item.

- Other:** Items not meeting the requirements of equipment and other expenses not classified elsewhere.

FUNDING STRATEGY:

- Funding Source:**
Separately list each source of funds that will be used in the project (i.e., state, county commission, municipality, donation from local F.O.P., etc.).

- Amount:**
Enter the amount received or anticipated for each source.

- Status:**
Indicate the status of each funding source as follows:

 - P** = Project grant, loan or donation
 - A** = Application submitted and under review
 - C** = Funds committed
 - R** = Funds received, appropriated or on hand.

Federal Employer Identification Number (F.E.I.N.).

F.E.I.N. of the agency. This number must be entered into the appropriate space. The number should be obtainable from the state or local agency's administrative office.

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ITEMIZATION OF FUNDS BY CATEGORY

PAGE 3-1

(PERSONNEL/CONTRACTUAL ONLY)

PAGE 3-1
(PERSONNEL/CONTRACTUAL ONLY)

Budget Category	Matching Funds	Federal Grant Funds	Approved (DJCS Use Only)
<u>Personnel/Contractual:</u>			
PLEASE CARRY TOTALS TO THE BOTTOM OF PAGE 3-4	↓	↓	↓

*** All funds must be rounded to the nearest whole dollar amount. Please make additional copies of this page as necessary.***

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ITEMIZATION OF FUNDS BY CATEGORY

PAGE 3-2

(TRAVEL/TRAINING ONLY)

PAGE 3-2
(TRAVEL/TRAINING ONLY)

[illegible]

*** All funds must be rounded to the nearest whole dollar amount. Please make additional copies of this page as necessary.***

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ITEMIZATION OF FUNDS BY CATEGORY

PAGE 3-3

(EQUIPMENT ONLY)

**PAGE 3-3
(EQUIPMENT ONLY)**

Budget Category	Matching Funds	Federal Grant Funds	Approved (DJCS Use Only)
<u>Equipment:</u>			
PLEASE CARRY TOTALS TO THE BOTTOM OF PAGE 3-4	↓	↓	↓

*** All funds must be rounded to the nearest whole dollar amount. Please make additional copies of this page as necessary.***

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ITEMIZATION OF FUNDS BY CATEGORY

PAGE 3-4

(OTHER ONLY)

**PAGE 3-4
(OTHER ONLY)**

Budget Category	Matching Funds	Federal Grant Funds	Approved <i>(DJCS Use Only)</i>
Other:			

TOTAL MATCHING FUNDS:			
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TOTAL FEDERAL FUNDS:			
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TOTAL APPROVED PROJECT:			
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*** All funds must be rounded to the nearest whole dollar amount. Please make additional copies of this page as necessary.***

WEST VIRGINIA DIVISION OF JUSTICE AND COMMUNITY SERVICES PROJECT SAFE NEIGHBORHOODS (PSN) GRANT PROGRAM	BUDGET SUMMARY PAGE 4
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Applicant:	Federal Employer Identification Number (FEIN):

Category	Grant Funds (A) *	Matching Funds (B) **	Total Funds (A + B)
Personnel/Contractual			
Travel/Training			
Equipment			
Other			
Total Budget			

FUNDING STRATEGY		
Funding Source(s)	Amount	Status
Grant Funds:		
Matching Funds:		
Other Funding (If Applicable):		
Total:		

- * Total of column A shall be placed in the space on page 1 – item number 5, for Grant Funds Requested.
- ** Total of column B shall be placed in the space on page 1 – item number 5, for Project Matching Funds.

All funds must be rounded to the nearest whole dollar amount.

<p>WEST VIRGINIA DIVISION OF JUSTICE AND COMMUNITY SERVICES PROJECT SAFE NEIGHBORHOODS (PSN) GRANT PROGRAM</p>	<p>BUDGET NARRATIVE PAGE 5</p>
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Provide here a justification and explanation of the budget items shown on pages 3 and 4 of this application. This should contain specific criteria and data used to arrive at estimates and/or costs for all items listed. In completing the project budget narrative, please identify data by the major budget category involved (i.e. Personnel/Contractual, Travel/Training, Equipment, and Other). Please differentiate between project grant and matching funds.

Applications submitted which do not provide a sufficient narrative may be subject to exclusion. Use additional blank pages as necessary.

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**PROJECT SAFE NEIGHBORHOODS
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PROJECT ABSTRACT

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PROJECT ABSTRACT

The project abstract should summarize the proposed project in 400 words or fewer. Abstracts should be: 1) written for a general public audience; 2) and single-spaced using a standard 12-point font (such as Times New Roman).

Please ensure that your abstract includes the following information:

- The proposed project period
- The applicant jurisdiction's crime rate and crime drivers
- Proposed evidence-based intervention(s)
- Geographic focus of the intervention(s)
- Name of research partner, if applicable
- Key partners

<p style="text-align: center;">WEST VIRGINIA DIVISION OF JUSTICE AND COMMUNITY SERVICES</p> <p style="text-align: center;">PROJECT SAFE NEIGHBORHOODS (PSN) GRANT PROGRAM</p>	<p style="text-align: center;">PROJECT NARRATIVE</p> <p style="text-align: center;">PAGE 7-1</p>
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Statement of the Problem

Provide a clear description of the violent crime problem to be addressed with the awarded funds. Describe the district’s current violent crime problem, including data to support the problem description, and what has been done to date to address the specific problem. Identify the target area (district, county, etc.) for focused PSN efforts. Describe opportunities for, and challenges to, current efforts to coordinate federal, state, local, and tribal approaches to violent crime reduction in the target area.

Project Design and Implementation

Include a plan for implementing the required competitive application process for making subawards, as well as a general discussion of the envisioned PSN strategy. The implementation plan should provide a clear overview of the benchmarks to meet the project’s objectives and describe the action steps that will be implemented and completed.

Specifically, applicants should describe the following:

- The organizations and partners that will be members of the PSN task force for the planning and implementation process.
- How the jurisdiction has used or plans to use data and research to identify its selected PSN strategy.
- How the federal judicial district has implemented and/or will address the five PSN design features (leadership; partnership; targeted and prioritized enforcement; prevention; and accountability) as part of the competitive subaward process and PSN strategy formulation.
- The district’s plan to, through the certified fiscal agent, coordinate and manage the competitive process for awarding funding to subrecipients. This process includes the creation of criteria for evaluating an applicant’s eligibility; the requirements for its proposed PSN violence reduction strategy and its adherence to the five PSN design features; its capabilities and competencies to implement the proposed strategy; and independent application review procedures.
- A timeline for the subaward competition process and projected start date for the PSN strategy implementation phase of the initiative.
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Capabilities and Competencies

Please provide information about the members of the proposed PSN task force, the fiscal agent, and the anticipated partners and collaborators that have been determined to be of value to the envisioned PSN strategy.

Plan for Collecting the Data Required for this Solicitation’s Performance Measures

Award recipients will be required to provide the relevant data by submitting quarterly performance metrics through BJA’s online Performance Measurement Tool (PMT)

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located at bjapmt.ojp.gov. Applicants should examine the complete list of performance indicators at <https://bjapmt.ojp.gov/help/PSNMeasures.pdf>.

OJP will require each award recipient to submit regular performance data that demonstrate the results of the work carried out under the award (see “General Information about Post-federal Award Reporting Requirements” in Section F. Federal Award Administration Information). The performance data directly relate to the objectives and deliverables identified under "Objectives and Deliverables" in Section A. Program Description.

Applicants should visit OJP’s performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

The application should demonstrate the applicant’s understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data should it receive funding.

Please note that applicants are not required to submit performance data with the application. Performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

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SPECIAL CONDITIONS AND ASSURANCES

PAGE 8

1. CONSULTANT FEES:

Consultant rates in excess of \$650 per day, or \$81.25 per hour, require prior approval by DJCS and DOJ is applicable prior to obligation or expenditure of such funds. All contracts must be submitted 90 days prior to training for approval.

2. FRAUD WASTE & ABUSE:

Reporting potential fraud, waste, and abuse, and similar misconduct

The recipient, and any subrecipients ("subgrantees") at any tier, must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award-- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by-- (1) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 950 Pennsylvania Avenue, N.W. Room 4706, Washington, DC 20530; (2) e-mail to: oig.hotline@usdoj.gov; and/or (3) the DOJ OIG hotline: (contact information in English and Spanish) at (800) 869-4499 (phone) or (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <https://www.usdoj.gov/oig>.

3. USE OF GRANT FUNDS TO ENACT LAWS, POLICIES, ETC.:

Grantee understands and agrees that it cannot use any grant funds, either directly or indirectly in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government.

4. LIMITED ENGLISH PROFICIENCY:

Title VI's prohibition of national origin discrimination includes discrimination against individual who are limited in their English proficiency (LEP) because of their national origin. Under Title VI (and the Safe Streets Act), recipients are required to take reasonable steps to ensure that LEP individuals have meaningful access to the recipient's programs and services. Providing "meaningful access" will generally involve some combination of oral interpretation services and written translation of vital documents. More information can be found at <http://www.lep.gov>.

5. PUBLIC SAFETY AND JUSTICE INFORMATION SHARING:

Grantee must support public safety and justice information sharing. This grantee is required to use the Global Justice Data Model specifications and guidelines of this particular grant. Grantee shall publish and make available without restriction all schemas (extensions, constraint, proxy) generated as a result of this grant to the component registry as specified in the guidelines. This information is available at www.it.ojp.gov/gjxdm.

6. PROGRAM ACCOUNTABILITY – FEDERAL AUDIT REQUIREMENTS:

Federal Office of Management and Budget (OMB) sets forth standards for obtaining consistency and uniformity for the audit of states, local government, and non-profit organizations expending **Federal** awards. If applicable,

this grant shall adhere to the audit requirements set forth at the time of award. (2CFR Part 200 or OMB Circular A-133. For further information go to OMB Uniform guidelines at:

https://search.whitehouse.gov/search?affiliate=wh&form_id=usasearch_box&query=Indirect+Costs

§200.501(a) *Audit required.* A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.

(b) *Single audit.* A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with §200.514 Scope of audit except when it elects to have a program-specific audit conducted in accordance with paragraph (c) of this section.

(c) *Program-specific audit election.* When an auditee expends Federal awards under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted in accordance with §200.507 Program-specific audits. A program-specific audit may not be elected for R&D unless all of the Federal awards expended were received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a sub-recipient, approves in advance a program-specific audit.

(d) *Exemption when Federal awards expended are less than \$750,000.* A non-Federal entity that expends less than \$750,000 during the non-Federal entity's fiscal year in Federal awards is exempt from Federal audit requirements for that year, except as noted in §200.503 Relation to other audit requirements, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO).

I.) If an audit must be conducted pursuant to the Uniform Guidelines, a copy of the audit shall be submitted to DJCS as well as to the Federal clearinghouse.

The Federal clearing house is as follows:

Federal Audit Clearinghouse
Bureau of the Census
1201 E. 10th Street
Jeffersonville, IN 47132

7. CONFIDENTIALITY OF RESEARCH INFORMATION:

Research information identifiable to an individual, which was obtained through a project funded wholly or in part with United States Department of Justice program funds, shall remain confidential and copies of such information shall be immune from legal process, and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial or administrative proceeding (28 CFR Part 22).

8. OFFICE OF JUSTICE PROGRAMS (OJP) FINANCIAL GUIDE:

Grantee agrees to comply with the financial and administrative requirements as set forth in the current edition of the DOJ/OJP Financial Guide.

9. CENTRAL CONTRACTOR REGISTRATION:

Grantee agrees to register with the System for Grants Management (SAM) at www.sam.gov and provide documentation to DJCS with application for funding.

10. DATA UNIVERSAL NUMBERING SYSTEM:

Grantee agrees to acquire a Data Universal Numbering System (DUNS) number, www.dnb.com and provide documentation to DJCS with application for funding.

11. BIDDING PROCEDURES:

Funds for renovation, expansion or construction awarded to grantees or subgrantees, which require the letting of any single contract amounting to \$100,000 or more to a private company or individual shall require: a bid guarantee equivalent

to 5% (five percent) of the bid price; the bid guarantee must consist of a firm commitment such as a bid bond, certified check, or negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified after forms are presented to the successful bidder; a performance bond on the part of the 100% (one hundred percent) of the contract price ("Performance bond" means a bond executed in connection with a contract to ensure payments required by all persons supplying labor and materials in the execution of the work provided for in the contract.); a payment bond on the part of the contractor for 100% (one hundred percent) of the contract price. ("Payment bond" is one executed in connection with a contract to ensure payment as required by law, of all persons supplying labor or materials in the execution of the work provided for in the contract.) Recipient/subgrantee is expected to follow the competitive bid process in the award of contracts involving Federal grant funds.

12. COMPLIANCE WITH FEDERAL PROCEDURES:

- a. Part 11, Applicability of Office of Management and Budget Circulars.
- b. Part 18, Administrative Review Procedures.
- c. Part 20, Criminal Justice Information Systems.
- d. Part 22, Confidentiality of Identifiable Research and Statistical Information.
- e. Part 23, Criminal Intelligence Systems Operating Policies.
- f. Part 30, Intergovernmental Review of Department of Justice Programs and Activities
- g. Part 42, Nondiscrimination Equal Employment Opportunity Policies and Procedures

13. ADDITIONAL REGULATIONS AND PROCEDURES:

In addition, all grantees must comply with the following applicable federal regulations and/or the United States Department of Justice, Office of Justice Programs - M 7100.1D manual, OMB Circulars No. A-21, A-110, A-122, A-128, A-87, E.O. 12372, Uniform Administrative Requirements for Grants and Cooperative Agreements 28 CFR, Part 66, Common Rule, and all other applicable Federal regulations, policies, acts and guidelines.

- a. National Environmental Policy Act of 1969 (NEPA).
- b. National Historic Preservation Act of 1966.
- c. Flood Disaster Protection Act of 1973.
- d. Clean Air Act and Federal Water Pollution Control Act Amendments of 1972.
- e. Control Act Amendments of 1972.
- f. Safe Drinking Water Act.
- g. Endangered Species Act of 1973.
- h. Wild and Scenic Rivers Act.
- i. Fish and Wildlife Coordination Act.
- j. Historical and Archaeological Data Preservation.
- k. Coastal Zone Management Act of 1979.
- l. Animal Welfare Act of 1970.
- m. Impoundment Control Act of 1974.
- n. Uniform Relation Assistance and Real Property Acquisitions Policies Act of 1970.
- o. Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended
- p. Death in Custody Act of 2000.